

**BYLAWS OF THE
MT. LEBANON COMMUNITY RELATIONS BOARD**

Article I. Name of Board:

The name of this organization shall be the Mt. Lebanon Community Relations Board.

Article II. Authorization:

The Board was created pursuant to Ordinance No. 2377 of the then Township of Mt. Lebanon, which was duly adopted by the Board of Township Commissioners of said Township on December 12, 1966. It was reauthorized by the Home Rule Charter, Section 1303, and by the Administrative Code, Chapter I, Part 1, Section 128, of the Mt. Lebanon Code, Ordinance 2636, as amended.

Article III. Membership:

The membership shall consist of five persons to be appointed by the Commission as provided in the Administrative Code, Chapter I, Part 1, of the Mt. Lebanon Code, Ordinance 2636, as amended.

Article IV. Officers:

Section 1. The officers of the Board shall consist of a Chairperson and a Vice-Chairperson.

Section 2. The Chairperson shall preside at all meetings and hearings of the Board, and shall have the general powers and duties customarily conferred under accepted parliamentary procedure. In the absence of the Chairperson the Vice-Chairperson shall preside.

Article V. Election of Officers:

Section 1. The annual election of officers shall be held in conjunction with the Annual Organizational Meeting.

Section 2. A candidate receiving a majority of the votes of the members in attendance shall be declared elected and shall serve for one year or until his successor shall take office.

Section 3. Vacancies in any office shall be filled at the next meeting of the Board by the same election procedure.

Article VI. Meetings:

- Section 1. The Annual Organizational Meeting of the Board shall be held on the second Tuesday of April of each year, at 8:00 p.m., prevailing time, in Room 201 of the Mt. Lebanon Municipal Building, 710 Washington Road. Regular meetings of the Board shall be held at such times and at such places as the Chairperson, from time to time, may determine. Special meetings may be called at the request of the Chairperson or at the request of any two members of the Board.
- Section 2. A quorum necessary to transact business shall consist of three members of the Board in attendance at a meeting. Each member shall be entitled to one vote, and the affirmative vote of a majority of the votes of those members in attendance shall be required in order for any action to be taken by the Board.
- Section 3. Members of the Board shall be notified in writing not less than two days in advance of each meeting and at the same time shall receive an agenda of all matters to be taken up at the meeting, together with all of the required papers and any other submissions made by those persons presenting such matters. Other matters may be considered upon lesser notice upon agreement of a majority of the members of the Board.
- Section 4. Persons having matters to be brought before the Board must notify the Municipal Manager at least five days in advance of the next scheduled meeting of the Board. This requirement may be waived by agreement of a majority of the members in attendance at the meeting.
- Section 5. The Board may require that any petition, statement, representation or other item of information submitted by any person in conjunction with a matter pending before the Board be in writing and under the signature and oath of the person submitting the same.
- Section 6. The meetings of the Board may be open to the public.
- Section 7. The Community Relations Board will receive concerns and complaints from community residents in confidence and will cooperate with any resident in maintaining confidences to the extent possible while attempting to resolve or address any community problem.
- Section 8. Except as otherwise provided in these bylaws, the affairs and activities of the Board shall be conducted according to Roberts Rules of Order.

Article VII. Hearings:

Section 1. The Board may hold public hearings from time to time upon any matter pertaining to the field of human relations. Special requests that the Board hold public hearings upon a particular problem confronting the community may also be made by the Commission.

Section 2. Appropriate notice shall be given by the Board of a scheduled public hearing in order that interested persons may appear and be heard.

Article VIII. Amendments:

These bylaws may be amended by a majority vote of the Board.

Article IX. Effective Date:

These bylaws shall become effective on July 1, 1988

Adopted this date,

April 10, 1984
June 14, 1988

Attest:

Jacqueline Boyer
Vice-Chairperson

Inashece Jordan
Chairperson